



Southwest Washington Health District

MOBILE CATERING TRUCK INFORMATION PACKET

Before you operate a food service establishment, change ownership, or reopen a closed food service establishment, you must provide the following information to:

Southwest Washington Health District
Environmental Health Division/Food Program
1950 Fort Vancouver Way, Suite B
PO Box 187
Vancouver WA 98668
Hours of Operation 8:00 a.m. to 4:30 p.m.

1. PLAN REVIEW APPLICATION

Complete the yellow Plan Review Application form.

2. PLAN REVIEW FEE

Pay the plan review fee. This fee is **non-refundable**.

3. MENU

Provide a menu or a list of the foods to be served.

4. METHOD OF FOOD PREPARATION

Provide information as to:

- What food preparation and cooking will be done in the commissary/base of operations
- What food and cooking will be done on the mobile unit or in the concession stand
- This information should include food suppliers, food storage procedures for raw meat and eggs, how you will prevent cross contamination, how you will prevent bare hand contact with ready to eat food, food cooking temperatures of all meat, fish and poultry, and employee sanitation standards.

5. COMMISSARY/FLOOR PLAN

Provide a floor plan drawing, to an approximate quarter inch scale, of the proposed commissary/base of operations with the following:

- Location of the hand wash sink
- Location of the food preparation sink and the floor drain to floor sink
- Location of the refrigeration and freezer units
- Location of the cooking and hot-holding equipment
- Location of the three-compartment sink or dishwasher with a two-compartment sink

- Location of the mop sink
- Location of the ice machine and floor drain to floor sink
- Location of toilet and hand wash sink
- Provide a brief description of the finishes used on floors, walls, countertops and ceilings

6. MOBILE FOOD UNIT OR CONCESSION STAND AREA

Provide a drawing to show the following:

- Location of the hand wash sink or hand wash station
- Location of cooking and hot-holding equipment. For a concession stand, describe how the public will be protected from this equipment
- Location and type of refrigeration or freezer units
- Location and capacity of potable water tank(s)
- For a mobile food unit, provide a brief description of the finishes used on floors, walls, countertops and ceilings
- For a concession stand, describe how you will prevent overhead contamination and what material will be on the ground, i.e., concrete, grass)

7. ITINERARY

Provide a list of the itinerary or sites you will serve.

Your plan will be either approved or disapproved. If your plan is disapproved, you will receive a letter or phone call stating additional information that needs to be provided or corrections that need to be made. When your plan review has been approved, you will receive a plan approval letter. Then:

MAKE AN APPOINTMENT FOR A PRE-OPENING INSPECTION WITH AN ENVIRONMENTAL HEALTH SPECIALIST IN THE FOOD PROGRAM.

Call the Health District at least three working days in advance to arrange a pre-opening, onsite inspection of the mobile unit and/or commissary. at (360) 397-8428 to schedule a pre-opening inspection. At this time, we will determine conformance with the plan review and compliance with food service regulations.

COMPLETE AND SUBMIT A FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION FORM

STATE BOARD OF HEALTH STANDARDS – COMPLIANCE WITH WAC 246-215 IS REQUIRED

WATER SUPPLY

Water and ice must be from an approved source under WAC 246-290 and monitored according to standards. WAC 246-215-120 (1)

POTABLE WATER TANK

On the mobile food unit, the capacity of the water system shall be sufficient to furnish enough hot and cold water for hand washing and utensil washing as required. A potable water refill area must have an approved water hose that is retractable and does not allow contact with the ground. All hose bibs must have a vacuum breaker to prevent back siphonage. All hoses must be approved for potable water usage.

SEWAGE SYSTEM

All liquid wastes, including gray water, mop water and ice melt, are disposed into an approved sewage disposal system. WAC 246-215-120 (2)

WASTE WATER TANK

On the mobile food unit all liquid wastes must be stored in a wastewater retention tank with at least 15% more capacity than the potable water tank and then disposed into an approved sewage disposal system.

HAND WASH STATION

A mobile food unit must have a hand wash sink that is has hot and cold running water provided through a mixing faucet. There must be soap dispenser and single use towels at sink. WAC 246-215-160 (12) If there is a three compartment sink on the mobile unit, approval must be obtained to waive or modify the hand washing sink requirement.

A concession stand must have an insulated container with a spigot that provides a continuous flow of **warm** water, a bucket to collect dirty water, a pump soap dispenser and paper towels.

FOOD PREPARATION SINK

Commissary/Base of Operation. Provide a separate food preparation sink in which food may be washed, rinsed, drained, cooled or thawed. WAC 246-215-090

DISH WASHING FACILITIES

Provide a method of cleaning and sanitizing equipment and utensils, either a mechanical dishwasher with a two-compartment sink or a three-compartment sink with a drain board. WAC 246-215-090 (5)

MOP SINK

Commissary/Base of Operation. Provide a mop sink for supplying and disposing of water for cleaning floors and walls. A mop bucket is **not** considered a substitute for a mop sink. WAC 246-215-090

PLUMBING

Provide plumbing sized, installed and maintained in accordance with applicable state and local plumbing codes. Provide indirect drain from the ice machine, food preparation sink, and mechanical dishwashers into a floor sink or similar device. WAC 246-215-120 (3)

REFRIGERATION

Provide National Sanitation Foundation (NSF) refrigeration units sufficient for all necessary foods and for pre-chilling, thawing, and for the separation of raw meats, aquatic foods and poultry from other foods. WAC 246-215-070 (2) (6) (7) (8)

THERMOMETERS

All refrigeration equipment must have thermometers accurate to $\pm 3^{\circ}$ F. There must be at least one metal stem thermometer (pocket thermometer) accurate to $\pm 2^{\circ}$ F to monitor hot and cold food preparation and food holding. This stem thermometer should have a range of at least 0° F to 220° F. WAC 246-215-070

FLOORS, WALLS, CEILING

The floors, walls, and ceilings in all food preparation and storage areas, walk-ins and toilets shall be easily cleanable, water impervious, grease resistant, and durable. WAC 246-215-150

TOILETS

The toilet rooms must have automatic door closing devices, mechanical ventilation, and hand washing sink with single service soap and towel dispensers. Toilets must be within at least 200 feet of the food unit. WAC 246-215-160 (15)

FOOD AND BEVERAGE WORKER CARDS

All employees must have a valid Washington State food and beverage card unless all foods are prepackaged and non-potentially hazardous. The cards must be available for inspection.

EQUIPMENT AND UTENSILS

Equipment and utensils must be cleanable, durable, in good repair and in conformance with the current standards and listings of the National Sanitation Foundation. WAC 246-215-090 (6)

LIGHTING

All lights must have shields or guards. WAC 246-215-150 (5)

VENTILATION

Provide ventilation system design, installation, and maintenance in accordance with state and local mechanical and fire codes. WAC 246-215-150 (6)

PEST CONTROL MEASURES

Doors and windows should have automatic door closures or screens to prevent the entrance of insects and rodents. WAC 246-215-140.

If you have any further questions, please call the Southwest Washington Health District at (360) 397-8428.